

Job Opportunity
Program Officer – Grants, Awards and Support Programs

Deadline to apply: April 10, 2012

Do you have training and experience in the Arts? Have you worked in the public or not-for-profit sector? Are you effective and organized? Do you have exceptional communications and relationship building abilities? We are looking for someone with a broad base of relevant skills that shares our enthusiasm for the work we do.

About the Position

Reporting to the Director – Grants, Awards and Support Programs, you will work as part of the small team that delivers more than \$7M in grants to the Edmonton arts community annually.

The Program Officer is primarily responsible for the efficient and effective delivery of Edmonton Arts Council grant programs. This includes tasks as varied as guideline development, responding to applicant questions, financial tracking, and coordinating public consultations and jury meetings. The Program Officer is frequently tasked with gathering statistics and generating basic research on the state of arts and cultural funding in Edmonton, as well as writing reports for the EAC Board and Edmonton City Council.

To be successful in this position, you will need to handle multiple assignments, work to deadlines, and maintain effective administrative systems.

This position is full-time and requires occasional evening and weekend work.

Qualifications

To be considered you will need to have:

- Graduated from a post-secondary education, preferably in a relevant arts or administrative field
- At least 3 years relevant experience, such as work in the public sector, for a not-for-profit, or in an arts administration position

Strong candidates will possess a combination of the following:

- Credible arts experience as a practitioner, administrator or presenter
- Demonstrated relationship building and interpersonal skills
- Superior computer, administrative and organizational abilities
- Ability to work independently and as part of a team
- Excellent verbal and written communication skills in English
- Knowledge of the Edmonton arts and festival scene.

Experience with cultural industries and training or experience in statistical or financial analysis would be ideal. Ability in a second language would also be an asset.

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Compensation

\$45,000 – 57,000 (Annually)

This is a full-time, ongoing staff position.

How to Apply

To apply please submit the following by email as a single PDF attachment:

- a one page letter of application that addresses the position expectations
- a Resumé of no more than 4 pages

Email to: resume@edmontonarts.ca

Subject line: Grants Officer Position (yourlastname)

Applications will only be accepted electronically and must arrive before NOON on April 10, 2012.

The Edmonton Arts Council thanks all applicants for their interest in this employment opportunity. Those candidates considered for the position will be contacted.

The Edmonton Arts Council hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons.

About the Edmonton Arts Council

The Edmonton Arts Council (EAC) is a non-profit society and charitable organization that supports and promotes the arts community in Edmonton.

The EAC works to increase the profile and involvement of arts and culture in all aspects of our community life through activities that:

- invest in Edmonton festivals, arts organizations and individual artists through municipal, corporate and private funding;
- represent Edmonton's arts community to government and other agencies and provide expert advice on issues that affect the arts;
- build partnerships and initiate projects that strengthen our community
- create awareness of the quality, variety and value of artistic work produced in Edmonton.

The Edmonton Arts Council is directly supported by the City of Edmonton through an annual operating grant and, in return, delivers to the City services described in a Service Agreement with those services closely allied to the City's cultural plan, the Art of Living.

For information about the Edmonton Arts Council, please visit edmontonarts.ca.